



MASTER BUSINESS LICENSE PROGRAM

BUSINESS LICENSE CENTER

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

941 North Capitol Street, N.E. Washington, D.C. 20002

(202) 442-4311

INSTRUCTIONS TO OPERATE AN AMBULANCE BUSINESS Master Business License A

No person shall engage in the business of driving or operating any ambulance without procuring a business license, which shall be issued upon evidence satisfactory to the Director of Motor Vehicle Services under the direction of the Mayor of the District of Columbia.

Note: The owner of an ambulance business will be issued a Master Business License and each vehicle will be issued separate licenses. No ambulance license will be valid, unless the owner has a valid Master Business License.

Please read and follow these instructions carefully.

A correctly completed Master Business License application is critical to expedite the issuance of your business license. All responses are to be printed clearly in English.

1. A Certificate of Occupancy is required for a commercial place of business in the District of Columbia. For additional information, please call (202) 442-4567 or visit the Permit Service Center on the 2nd Floor, Room 2300.
2. A Corporation, Limited Liability Company, or Partnership doing business in the District of Columbia must be registered and in good standing. For additional information, please call (202) 442-4430 or visit the Business License Center on the 1st Floor, Room 1100.
3. If not already registered, you are required to register for D.C. Business Tax with the Office of Tax and Revenue. You must complete and file a Combined Business Tax Registration Application (Form FR 500). For additional information, please call (202) 727-4829 or visit the Tax Customer Service Center that is also located at 941 North Capitol Street, N.E., Washington, D.C. on the 1st floor, Room 1110.
4. The applicant shall submit a Medical Certificate from the Department of Health, Emergency Medical Services, located at 825 North Capitol Street N.E., Room 4177 or call (202) 442-9111.
5. Approval is required from the Department of Motor Vehicle Services, 301 C Street, N.W., Suite 1032, Washington, D.C. Please call (202) 727-5518 for additional information.

6. Applicants who are non-residents of the District of Columbia must complete and have notarized a Resident Agent Appointment Form.
7. Applicants must complete a Clean Hands Certification Form.
8. Bring your completed application package to the Business License Center, 941 North Capitol St. N.E., Room 1100 for processing. For additional information, please call (202) 442-4311.
9. The license fee is seventy dollars (\$70.00) for a two-year period. Once your application has been processed, your payment is to be taken to the cashier's window on the 1st floor, 941 North Capitol St., N.E. Payment may be in the form of cash, check, money order, or credit card (Master Card, Discover, and American Express). All checks and money order are to be made payable to the D.C. Treasurer.

THESE PROVISIONS ARE REGULATED BY THE D.C. CODE 47-2829.

Thank you for your interest in transacting business in the District of Columbia.

NOTICE

**TO REPORT WASTE, FRAUD OR ABUSE BY
ANY GOVERNMENT OFFICE OR OFFICIAL CALL
THE INSPECTOR GENERAL AT
1-800-521-1639**